

**OFFICE OF THE CITY MANAGER
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
City Manager	Supervise the administration of the affairs of the City except as otherwise specifically provided in the Charter; make recommendations to the Council concerning the affairs of the City; keep the Council advised of the financial condition and future needs of the City; prepare the budget; see that the ordinances of the City and the laws of the State are enforced; perform other duties prescribed by Charter, ordinance or Council resolution.	Files Form 700 (Statutory Requirement, Government Code section 87200)
Consultant of the City Manager.	Performs consultant services for the Office	1

**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY 1: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the Code subject to the following limitation:

The City Manager may determine in writing that a particular consultant, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s duties and, based upon that description, a statement of the extent of disclosure requirements. The City Manager’s determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.